

~~CONFIDENTIAL~~

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OFFICE OF REPORTS AND ESTIMATES

OPERATING PROCEDURE NO. 30

10 June 1949

SUBJECT: Evaluation of Reports and Despatches of State Foreign Service

I. Purpose

1. To improve its foreign reporting services and to assist in directing effort to the most productive usefulness, the Office of Foreign Service, Department of State recently has revised and expanded its document evaluation system.

2. CIA, and particularly ORE, has agreed to participate in this appraisal effort in order to realize the greatest benefit possible from the opportunity thus afforded to make criticisms and suggestions for the guidance of reporting officers.

II. Procedure

1. Each component of ORE, within its own area of cognizance, will, as a minimum requirement, selectively render appraisals of those Foreign Service documents deemed either exceptionally good or notably deficient.

2. In addition it is expected that ORE personnel may wish to use this medium to comment upon Requirement-responsive material, or to indicate an interest in further treatment of the subject matter. With respect to the latter use, it is intended that such indications shall be a supplement to, and not a substitute for, information Requirements.

3. In a limited number of cases the Office of Foreign Service may request the evaluation of a specific document. In such cases every effort will be made to conform to the request with the least practicable delay.

4. ORE components are not required to provide an evaluation of each item received. The CIA agreement with State on this point was limited to the categories cited in paragraph II., 1 above, but nothing is intended to prevent components from commenting on reports over and above the minimum requirement.

5. State Department Form DS-767 will be used for the evaluation of political reporting. Form DS-509 will be used for evaluation of economic reporting. Samples of both forms are attached.

6. Forms will be supplied to ORE components as required by Information Control, Administrative Staff for accomplishment of evaluations of selected material. When the evaluation of materials is requested by OFS, forms will be attached to such materials when received.

DOCUMENT NO. 7
NO CHANGE IN CLASS. ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: 1989
DATE 14 DEC 79 REVIEWER: 008614

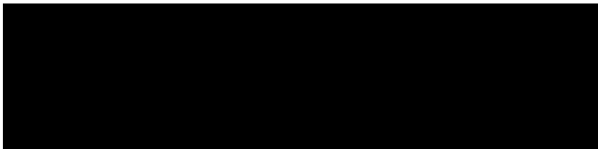
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7. The Division of Foreign Reporting Services of State also has expressed an interest in periodic summary appraisals according to posts without reference to individual reports, and has agreed to forward such appreciations to the field, in addition to individual evaluations, for information and guidance.

8. All completed evaluations will be forwarded by appraising ORE components to Requirements Division, Plans and Policy Staff which will process and forward them through OCD to appropriate State offices.

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Acting Assistant Director
Reports and Estimates

Attachments